



## Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525  
610-970-6591 fax 610-970-6588

### APPLICATION FOR STREET CLOSURE OR USE FOR BLOCK PARTY/SHOW, FEST, SALE, 5K/10K/HALF-MARATHON/MARATHONS, FIREWORKS, FESTIVAL, CARNIVAL, etc.

Today's Date: \_\_\_\_\_

This application is required to be approved in advance of the event as follows:

- 90 days for events with approved fireworks, half-marathons, or marathons
- 45 days for all other events

The purpose of a Block Party Street Closure is to serve the residents of that block and their family members ONLY. All other street closure requests (such as requests from churches, clubs, fund raisers, charities, etc.) must include specific details of the proposed event, and the following:

- A petition signed by at least 75% of the residents in the affected area is required for Block Parties (page 3)
- A diagram of the layout (i.e., tents, equipment, tables, vehicles, etc.) is mandatory (page 4)

A street closure fee of \$100.00 plus any other charged noted on page two (2) are required to be paid to the Borough upon approval of the application. Additional fees may apply.

We hereby request permission to close/use the following streets or portions thereof: \_\_\_\_\_

\_\_\_\_\_

for the purpose of conducting: \_\_\_\_\_

Date: \_\_\_\_\_ Rain date: \_\_\_\_\_ Time: \_\_\_\_\_

The number of Police, Fire Police, and/or barricades and the type needed will be determined by the Police Department. Fee rates are shown on page two (2).

The applicant and/or sponsoring entity is responsible for the safety of event participants. The applicant and/or sponsoring entity assumes all liability for the event. When appropriate or required, the applicant or sponsoring entity shall secure liability insurance for the event and provide a copy of the insurance certification to the Borough at the time the application is submitted for approval. Major events may require preliminary approval of the Borough Council. For these kinds of events, contact the Borough Manager's office at 610-970-6511 to make an inquiry.

Sponsoring Entity (when applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

We herewith agree to comply with all Borough regulations connected with street closures, including the prohibition of selling any items, unless licensed by the Borough's Licensing and Inspections Department.

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

For Internal Use Only

\_\_\_\_\_  
Lieutenant Date

\_\_\_\_\_  
Fire Marshal Date

\_\_\_\_\_  
Chief of Police Date

\_\_\_\_\_  
Borough Manager Date

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

Copy to Finance: \_\_\_\_\_ Date \_\_\_\_\_

### Municipal Service Fee Rates

**Police Services** \$90.00 per hour/per officer  
The number of officers required will be determined by the Police Department.

**Fire Police** \$25.00 per hour/per officer  
Cover Workers' Compensation and equipment  
The number of officers required will be determined by the Police Department.

**Small Wooden Barricades** \$3.00 each per day

**Large Wooden Barricades** \$5.00 each per day

**Metal Barricades** \$5.00 each per day  
The Police Department will determine the type and number of barricades.

**Barricade Delivery and Removal**  
For an event with use of pickup truck \$25.00 per event  
For an event with use of pickup truck and trailer \$50.00 per event  
For an event with use of loader \$100.00 per event

**Traffic Detour Package** \$100.00 per event

**Temporary Parking Restriction Signs** \$2.00 each

**Clean up and Trash Removal** may be billed according to clean-up required following the event for any trash left behind.

	Number x Hours	Cost
Number of Police Approved	_____	_____
Number of Fire Police Approved	_____	_____
Number of Small Wooden Barricades Approved	_____	_____
Number of Large Wooden Barricades Approved	_____	_____
Number of Metal Barricades Approved	_____	_____
Delivery by Pickup Truck	_____	_____
Delivery by Pickup Truck and Trailer	_____	_____
Delivery with use of Loader	_____	_____
Traffic Detour Package	_____	_____
Temporary Parking Restriction Signs	_____	_____
	SUBTOTAL	\$ _____
		+ \$100.00 Street Closure
	TOTAL	\$ _____

NO TYPEWRITTEN PETITIONS WILL BE ACCEPTED. RESIDENTS MUST SIGN IN THEIR OWN HANDWRITING OR THIS PETITION IS NOT VALID.

NAME	ADDRESS	SIGNATURE

## Block Party / Street Closure Diagram

Use this page to illustrate your planned block party / street closure event. Include the main street (the street that will be closed for the event) and the nearest streets on either side of the block.

You can use the KEY below to show where any items may be set upon the block, such as tents, tables, or other equipment. Anything that will be in the roadway should be illustrated and labeled.

For safety reasons, equipment and other items should not be set up in the middle of the street. This will allow for clear passage of first responders in case of an emergency.

